



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

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IN REPLY REFER TO
BUMEDNOTE 3030
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BUMED NOTICE 3030

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY HEADQUARTERS OCCUPANT EMERGENCY PROCEDURES

Encl: (1) Occupant Emergency Procedures for Bureau of Medicine and Surgery Headquarters

1. Purpose. The Occupant Emergency Procedures (OEP) policy for Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) promulgates guidance, information, and procedures for use in the event of emergency issues that may occur at this location.
2. Scope. This policy applies to all personnel assigned to BUMED HQ, 7700 Arlington Blvd, Falls Church VA 22042.
3. Background. Emergency preparedness planning, organization and skills training material are required to defend against damage to BUMED HQ and Defense Health Headquarters facility.
4. Discussion. The primary objective set forth by this policy is to ensure that all personnel involved in the administration and execution of emergency action plan, preparation, response, and recovery actions are provided adequate information pertaining to tactics, techniques and procedures.
5. Responsibilities. Personnel will become familiar with this policy, duties, the responsibilities outline in enclosure (1).
6. Forms. OPNAV 5580/8, NOV 09, Department of the Navy Telephonic Threat Complaint, is available for download from Naval Forms Online Web site at: <https://navalforms.documentservices.dla.mil/web/public/forms>.
7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

P. B. COE
Chief of Staff

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<http://www.med.navy.mil/directives/Pages/BUMEDHQNotes.aspx>

JUN 22 2015

Occupant Emergency Procedures (OEP)

For

**Bureau of Medicine and Surgery
Headquarters
7700 Arlington Blvd
Falls Church, VA**

BUMED Point of Contact

Emergency Phone Number	911	
DHHQ Operations Center	(703) 681-9111	
Director for Administration	(703) 681-7588	
Head Security Department	Ms. LaVerne George	(703) 681-9107
Emergency Management Specialist	Mr. Lee Saucedo	(703) 681-3917

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Purpose:

To provide all Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) personnel and visitors with a plan that will establish a safe and orderly response, should an emergency event occur at the BUMED facility.

BUMED HQ Space:

Access to the BUMED HQ is restricted in order to ensure the orderly and secure conduct of Department of Defense (DoD) business. Admission to the BUMED space shall be limited to employees and other persons with proper authorization. Building passes must be displayed/worn at all times above the waist while in BUMED HQ.

- a. Core BUMED operations are from Monday through Friday 0600 to 1800 for Active Duty and DoD civilian personnel and contractors.
- b. A valid Common Access Card (CAC) is required to gain access to the BUMED spaces.
- c. Visitors must have appropriate credentials to gain entry.
 - Visitors must sign-in at DHHQ security screening office at the main entry of DHHQ.
 - Visitors must have escort at all times.

Contractors Business Rules for BUMED facilities:

- a. Assignment of CAC at BUMED facilities.
 - Contractors who need to access the network/.mil account.
 - Contractors who have an assigned working space at BUMED.
 - Contractors who are considered a "floater" who work at BUMED facilities at least 30 hours per week.
 - BUMED's Ombudsman.
 - Contractors who are required to come to BUMED facilities three times per week.
- b. Contractor Building Access via CAC at BUMED facilities.
 - Full access will be granted for any contractor who has an assigned working space at a BUMED facility.
 - Full access will be granted for any contractor who is considered a "floater" who works at BUMED at least 30 hours per week.

- Full access will be granted for any contractor who is required to come to a BUMED facility three times a week.
- All other contractors must request a visitor's pass at visitor's center.
- Monthly CAC reports will be produced for contractors at BUMED those not meeting these Business Rules will have their access turned off.

Emergencies:

Imminent set of conditions or hazards, which if not corrected or prevented, could endanger BUMED HQ occupants. An example of this could be fire, bomb threat, gas leak, or chemical spill. When dialing 911 from any phone located within DHHQ, there will be automatic alert notification sent to the DHHQ Security Operations Center (SOC) and Building Manager Security Officer. The SOC office will confirm if the call is a true or false emergency will coordinate location of the emergency to expedite services.

Receiving a Threat:

When receiving a threat, including a bomb threat, extortion threat, or threat from a mentally disturbed individual, remain calm, listen carefully, and immediately contact DHHQ Security Operations Center (703) 681-9111, Head Security Department. Ms. Laverne George (703) 681-9107, and Emergency Management Specialist, Mr. Lee Saucedo (703) 581-6917.

- Complete a threat information checklist as soon as possible. A checklist has been included at the end of this document.
- Report any suspicious packages to DHHQ Security Operations Center (703) 681-9111 and Head Security Department, Ms. LaVerne George (703) 681-9107 immediately. Do not move or touch the package. The offices surrounding the immediate area of the packages will be evacuated, including the floors above and below for area within 300 feet of the suspicious package.
- When receiving a threat in the mail, limit the number of persons who have touched the letter or packages to an absolute minimum to preserve the item as evidence.

Shelter Events:

Shelter events are emergencies that will likely result in personnel being directed to remain within the BUMED HQ Space. These emergencies may be a chemical spill, active shooter scenario or a notice of severe weather conditions.

- DHHQ Security Operations Center or Director of Administration has the authority to issue a Shelter in Place (SIP) order for the work space. However, in emergencies that evolve quickly such as active shooter events, personnel may be required to initiate the SIP themselves prior to receiving official instructions.
- Notification and follow on instructions will be made throughout the BUMED HQ complex by emergency notification systems.

- Remain flexible and listen for instructions as SIP situation may change rapidly.
- Once the "all clear" is announced, guidance will be issued from authorities regarding the event.

Fire and Smoke:

If you should see or smell smoke immediately notify DHHQ Security Operations Center (703) 681-9111 and Head Security Department, Ms. Laverne George (703) 681-9107 on the location of the smoke or fire.

If you should see flames immediately pull the nearest fire alarm box. If the situation permits, remain at the box to direct responding security personnel to the fire. If the situation does not permit staying at the pull station, evacuate the area immediately.

- Stay low to the floor and move to safe area. Smoke will rise towards the ceiling.
- Feel closed doors for heat before opening them. If the door is hot, the fire may be on the other side of the closed door.
- Close doors and windows if possible.
- Evacuate the area.
- Do not wait to see if the alarm is authentic or not. Never assume that an alarm is false. Play it safe and **EVACUATE!**

Medical Emergencies:

Emergencies of a medical nature need not involve more than one victim. Your actions during the crucial first minutes following serious injury can save lives. The following should be your priorities until help arrives:

- **Call 911 and DHHQ Security Operations Center (703) 681-9111.** This will ensure an ambulance is dispatched to the proper location, contact Head Security Department, Ms. Laverne George (703) 681-9107 and Emergency Management Specialist, Mr. Saucedo (703) 681-3917.
- Stay with the victim while someone else calls for help.
- Stay calm, reassure the victim.
- Automated External Defibrillator/First Aid Kits locations: these are located throughout the BUMED HQ designated pantries as indicated by the appropriate signage.

Civil Disturbances:

Demonstrations and other disturbances may occur at any time. Keep up with current events that may spark these events.

Be alert to an increase in police activity near building entrances. This could signal that a demonstration or other civil disturbance is in the vicinity. Avoid these areas and confrontation with demonstrators. Utilize other entrances or a route around the problem area.

Criminal Incident:

Be alert for surveillances attempts, or suspicious persons or activities and report them to DHHQ Security Operations Center (703) 681-9111, Head Security Department, Ms. Laverne George (703) 681-9107 and Director for Administration (DFA) (703) 681-7588.

- Secure your valuables. Don't leave your purse or wallet unattended.
- At night always travel in well-lit areas.
- Secure your work area.
- Avoid public disputes or confrontations.

Suspicious Activity Reporting:

Countering terrorism requires your help. Only you know who or what belongs or does not belong in your building, neighborhood, or work center. The simple act of recognizing suspicious behavior and reporting it to authorities could thwart terrorist acts and save lives. Please help by being alert and immediately reporting suspicious activity to DHHQ Security Operations Center (703) 681-9111, Head Security Department, Ms. Laverne George (703) 681-9107 and Director for Administration (703) 681-7588.

Individuals Preparedness:

For more specific information about local area services and individual preparedness information:

- **Virginia Department of Emergency Management:** <http://www.vdem.state.va.us/>.
- **Federal Emergency Management Agency, Are You Ready? A Guide to Citizen Preparedness:** <http://www.fema.gov/areyouready/>. The guide brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and man-made disasters.

Evacuation:

The authority to order an evacuation is dependent on the circumstances and scope of the situation requiring the evacuation. Depending on the situation you may be directed not to evacuate. Follow all instructions given by the Public Address System. Regardless of how the evacuation order is given, all BUMED personnel should evacuate to the assembly area noted on page (10).

- Personnel ***should not*** attempt to carry bulky or large items with them at the time of evacuation.
- For suspicious packages the evacuation zone will be 300 feet in all directions from the package, including the floors above and below the package.
- Emergency Evacuation Chairs (Crawlers): Emergency Evacuation Chairs, also known as crawlers, used for evacuating injured or mobility impaired employees, are located on the fourth (4th) floor near the Stairwells.

Assembly area:

- Primary-assembly for BUMED HQ personnel are detail on Page (10).
- Department Heads will muster All Hands at the assembly area, who in turn will submit the report to the DFA.

Evacuation and You:

When an evacuation is underway, you should do the following:

- ***Stop Work-*** Preservation of life is the primary concern during an evacuation.
- ***Secure materials-*** or take it with you if you can't secure it. If it is a bulky item leave it. It is not worth a life.
- ***Evacuate-*** Do not wait until you see Police and fire services responding. If alarm goes off, it doesn't matter if it is real or not, evacuate.
- ***Follow Directions-*** Evacuation routes and assembly areas should already be known by periodic reminders and drills as well as posted within the office spaces. Should a fireman or police officer give you directions, follow them.
- ***Take only what you need-*** take only your coats and purses. Do not take briefcases or other materials. They will be hazards in the evacuation.
- ***Use Stairwells Only-*** Never use elevators or escalators during an evacuation unless that is the absolutely only way out. Stay in the center of the stairwell.
- ***Go to your assigned assembly area-*** Regardless of where you are in the building when an evacuation is ordered; go where you can be counted.
- ***Do not re-enter BUMED HQ building or space until authorized.***
- **REMAIN CALM- DO NOT PANIC.**

Responsibility during an Emergency:

As an employee, you also have responsibilities during an emergency not only to ensure your own safety, but also the safety of fellow employees by:

- Reporting all emergencies to **DHHQ Security Operations Center (703) 681-9111, Head Security Department, Ms. La Verne George (703) 681-9107, Emergency**

Management Specialist, Mr. Lee Saucedo (703) 581-6917 and Director for Administration at (703) 681-7588.

- Becoming familiar with the evacuations plan for BUMED HQ to include the Primary and Secondary evacuation routes and assembly areas.
- Providing assistance during an emergency, as you are able.
- Becoming familiar with Emergency Phone numbers.
- Staying CALM during an emergency.

HQ BUMED EMERGENCY PLAN

AGENCY Bureau of Medicine and Surgery HQ		ADDRESS 7700 Arlington Blvd, Falls Church, VA 22042
FIRE 911	POLICE 911	MEDICAL ASSISTANCE 911
Medical Code Warden M09B	INFORMATION DESK (703) 681-0078 / 3917	DHHQ Security Operations Center (703) 681-9111

ORGANIZATION INFORMATION

	NAME	DUTY	OFFICE	OTHER PHONE
1.	Director for Administration	Administration	M09B	(703) 681-7588
2.	Head Security Department	Security	M09B13	(703) 681-9107

EMERGENCY ORGANIZATION PLAN

FIRE OR SMOKE	BOMB THREAT
<ol style="list-style-type: none"> 1. Sound Building Alarms. 2. Call Fire Department <u>911</u>. 3. Call DHHQ Security Office (703) 681-9111. 4. Contact Head of Security Department, Ms. Laverne George (703) 681-9107. 	<ol style="list-style-type: none"> 1. Complete <u>DON Telephonic Threat Complaint</u> <u>OPNAV 5580/8</u> located at each telephone. 2. Notify DHHQ Security Office: (703) 681-9111. 3. Notify Police <u>911</u>. 4. Contact Head of Security Department, Ms. Laverne George (703) 681-9107. 5. If suspicious package or bomb found: <ol style="list-style-type: none"> a. Do not touch. c. Evacuate area.
SEVERE WEATHER	CIVIL DISTURBANCE
<ol style="list-style-type: none"> 1. Secure objects outside building. 2. Prepare to move to place of safety. 3. Stay away from large windows. 4. Stay tuned to weather reports. 5. Standby for further instructions. 	<ol style="list-style-type: none"> 1. Secure doors. 2. Notify DHHQ Security Office (703) 681-9111. 3. Notify Police <u>911</u>. 4. Contact Head of Security Department, Ms. Laverne George (703) 681-9107.

DHHQ Primary Assembly Areas

